



# Constitution of the North West Teachers' Association (2023)

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Approved by STF Executive: March 20, 2023

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## ARTICLE 1: NAME

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The name of this local association of the Saskatchewan Teachers' Federation, referred to hereafter as the "STF", shall be the North West Teachers' Association, referred to hereafter as the "Association". The constitution, bylaws and policies of the Association are consistent with The Teachers' Federation Act, 2006 and the STF bylaws and policies.



## ARTICLE 2: MEMBERSHIP

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The members of the Association are:

1. Members of the STF employed by Northwest School Division No. 203.
2. Substitute teachers who have substituted in Northwest School Division No. 203 and have become a member of this Association for the current school year under STF Bylaw 4 (Local Associations), Section 4.3.3.



## ARTICLE 3: PURPOSE

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1. The purpose of the Association is to:
  - a. further the objectives of the STF provincially and locally;
  - b. support the professional growth of members;
  - c. bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of The Education Act, 1995;
  - d. ensure effective communications between members and the STF; and
  - e. ensure effective representation of members in STF affairs.
2. As per STF Bylaw 4, Section 4.5 (Limitations), the Association shall not make any representation to the provincial government or any member, branch or agency thereof without the explicit approval of the STF Executive.



## ARTICLE 4: FEES

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1. The Association may levy a fee upon its members to support the work of the Association. The amount of any fee must be based on considerations such as contract time and term of contract.
2. All fees to be levied upon its members by the Association must be approved through a vote at a meeting that is open to all members.
3. Every member must pay to the Association any fee that is duly levied.
4. Staff representatives shall communicate the fee amount to staff members.
5. Fees shall be deducted in installments from teachers' pay over the course of the school year.
6. Fees for teachers employed 50% of a full-time equivalent or more shall be full fees.
7. Fees for teachers employed less than 50% of a full-time equivalent shall be half fees.



## ARTICLE 5: RULES OF PROCEDURE

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1. All meetings of the Association shall be conducted in accordance with Robert's Rules of Order.
2. Notwithstanding anything contained in this constitution, the Executive may determine that a general meeting, meeting of the SSL assembly or meeting of the Executive be held entirely by means of telephonic, electronic or other communications facility. In the event such a meeting is to be held, the Executive shall, notwithstanding anything contained in this constitution, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic or other communications facility. The procedures shall be communicated to participants prior to the meeting commencing.
3. The Executive may authorize absent individuals to electronically attend meetings that are being held in person.



## ARTICLE 6: ORGANIZATION OF GOVERNANCE

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1. General Meeting of the Members
  - a. An annual general meeting shall be held each spring and open to all members.
  - b. Notice of meetings shall be at least 10 teaching days prior to the general meeting.
  - c. A quorum shall consist of at least 20 members of the Association.
  - d. A general meeting can be called through one of the following processes:
    - i. The Executive can call a special meeting through a majority vote.
    - ii. A majority vote at an SSL Assembly Meeting will result in a general meeting within thirty days.
    - iii. A petition signed by 50% of the SSL Assembly will result in a general meeting within thirty days.
    - iv. A petition signed by 25% of the Association's members will result in a general meeting within thirty days.
  - e. At the spring annual general meeting, members will:
    - i. Approve fees and annual budgets.
    - ii. Approve audited financial statements and select auditor for the following year.
    - iii. Approve proposed amendments to the constitution.
    - iv. Elect the Association Executive.
    - v. Hear reports from the Executive.
    - vi. Approve honoraria.
  - f. Notwithstanding 6.1.a, the Executive may, in exigent circumstances, delay, postpone or reschedule the Annual General Meeting to a date, place and time to be determined by the Executive.
2. SSL Assembly Meetings
  - a. The SSL assembly consists of school staff liaisons selected by each school, one selected by in-scope members employed in the central office and the Executive.
  - b. At least four SSL assembly meetings shall be held through the year.
  - c. A petition signed by 25% of the SSL assembly members will result in a meeting of the SSL assembly.
  - d. A quorum shall consist of 50% plus one of the SSL assembly.
  - e. At an SSL assembly meeting, members will:
    - i. Approve draft budgets and financial statements for consideration by members.
    - ii. Approve expenditures of the Association.

- iii. Adopt/modify policies.
  - iv. Establish ad hoc committees and their respective terms of reference.
  - v. Consider committee reports and recommendations.
  - vi. Consider reports and information from educational partners and the STF.
  - vii. Approve resolutions to be considered by the STF Council.
  - f. All members of the Association are invited to attend the SSL Assembly as guests.
  - g. Only Association Executive members and school staff liaisons or their replacement are able to vote.
  - h. Notwithstanding 6.2.b, the Executive may, in exigent circumstances, delay, postpone or reschedule a meeting of the SSL Assembly to a date, place and time to be determined by the Executive.
3. Association Executive
- a. Membership
    - i. The Executive shall consist of president, vice president, councillors, secretary, treasurer and chairpersons of the PR Committee, PD Committee, Wellness Committee and LINC.
    - ii. Upon request of the Executive, a previous president can serve as a member of the Executive as past president for a one year term.
  - b. The Executive shall meet at the call of the president or by its own motion.
    - i. At least 10 teaching days' notice shall be given to members of the Executive of the time and place of a meeting of the Executive.
    - ii. Members of the Executive may waive notice of the meeting.
  - c. A quorum shall consist of 50% plus one of the Association Executive members.
  - d. At least five Executive meetings shall be held through the year which may or may not coincide with SSL assembly meetings.
  - e. At an Executive meeting, members will:
    - i. Manage and regulate the activities of the Association.
    - ii. Appoint members to or remove members from the PD committee and PR committee.
    - iii. Receive proposed constitutional amendments and present them to a general meeting.



## ARTICLE 7: COMMITTEES

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1. The Association may appoint standing or ad hoc committees that it finds necessary to support the work of the Association.
2. The Association will maintain the following standing committees:
  - a. Local Implementation and Negotiating Committee (LINC)
    - i. The purpose and membership of this committee are described in Article 9: Local Collective Bargaining.
  - b. Public Relations Committee (PR)
    - i. The purpose of the committee is to raise the status of the Association and develop/maintain communication within the Association and with local media.
    - ii. Consists of the vice president and members that are appointed by the Executive.
    - iii. The chairperson will be chosen by the committee. Should the chairperson role become vacant, the vice president shall assume the role until filled.
    - iv. The committee will meet as required.
    - v. The committee is responsible to develop and seek approval from the SSL assembly for implementation of the public relations plan.
  - c. Professional Development Committee (PD)
    - i. The purpose of the committee is to plan the annual convention and division-wide professional development days when invited.
    - ii. Consists of members appointed by the Executive.
    - iii. The chairperson will be chosen by the committee. Should the chairperson role become vacant, the president shall assume the role until filled.
    - iv. The committee will meet as required.
    - v. The committee is responsible to develop and seek approval from the SSL assembly for implementation of the professional development plan.
  - d. Teacher Wellness Committee
    - i. The purpose of the committee is to advocate for and improve teacher wellness within the Association.
    - ii. Consists of members appointed by the Executive.
    - iii. The chairperson will be chosen by the committee.
    - iv. The committee will meet as required.

- v. The committee is responsible to develop and seek approval from the SSL assembly for implementation of the wellness promotion plan.
3. Ad hoc committees and their terms of reference may be created as necessary by the Executive or SSL assembly.



## ARTICLE 8: LOCAL ASSOCIATION OFFICERS

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1. A member may hold more than one position within the Association.
2. All Association officers and committee chairpersons shall transfer all records under their keeping to their successors in an expedient manner.
3. Terms of office shall begin on July 1 and end on June 30 of the applicable year.
4. The duties of the Executive include the following:
  - a. President
    - i. Two year term and may serve three consecutive terms upon which they must serve as past president for a year before seeking re-election as president.
      1. The limit on consecutive terms may be waived by a majority vote of members present at the annual general meeting.
    - ii. May serve as past president for one year after serving their term.
    - iii. Shall be deemed to be a councillor-at-large upon election.
    - iv. Ex officio member of all committees.
    - v. Assist councillors.
    - vi. Appoint members of the Association as substitute councillors.
    - vii. Appoint members of the Association as secretary and treasurer.
    - viii. Call and preside at meetings.
    - ix. Act as spokesperson for the Association.
    - x. Develop with the secretary, an agenda for Association meetings.
    - xi. Communicate Association business to members.
    - xii. Supervise the activities of the Association.
    - xiii. Other duties as assigned by the Association Executive.

- b. Vice President
  - i. One year term.
  - ii. Assume the duties of the president when the president is unavailable.
  - iii. Assist the president as required.
  - iv. Act as liaison with substitute and superannuated teachers.
  - v. Organize the spring annual general meeting.
  - vi. Be a member of the Public Relations Committee.
- c. Councillors
  - i. The number of councillors will be determined by STF allocation.
  - ii. The president shall be deemed to be a councillor upon election.
  - iii. Two year term. Half of the councillors will be elected in even years and half in odd years.
  - iv. Serve as the representative of the Association for STF Council.
  - v. Carry out the policies of the STF in the Association.
- d. Secretary
  - i. One year term.
  - ii. Keep digital copies of minutes of all meetings in their possession and distribute copies of current minutes to all schools.
  - iii. Ensure members have access to copies of the constitution and local agreement.
  - iv. Act as caretaker of all records of the association (including financial).
  - v. Act upon correspondence as the President, Executive or General Membership deems necessary.
  - vi. In collaboration with the president, prepare agenda and notify members of meetings.
  - vii. Transfer all association files to the incoming secretary.
- e. Treasurer
  - i. One year term.
  - ii. Keep accurate financial records for the association.
  - iii. In conjunction with the Executive, prepare an annual budget.
  - iv. Oversee the collection of fees as negotiated by LINC.
  - v. Present financial statements at meetings.
  - vi. Act as liaison with the accountant selected for the annual financial audit or review.



- f. Past President
    - i. Serve in this capacity for a one-year term as per provisions in Article 6.
    - ii. Advise the Executive as requested.
  - g. Committee Chairs
    - i. Contribute to the establishment and maintenance of the committee by:
      - 1. Organizing and presiding over committee meetings.
      - 2. Recruiting, mentoring, and supporting committee meetings.
      - 3. Facilitating the review of committee plans, programs and goals.
      - 4. Facilitating training and research related to the committee's mandate.
5. The duties of the School Staff Liaison:
- a. Shall be elected by the teachers of the school(s) in which they are employed.
  - b. Shall represent the views of their staffs at SSL assembly meetings and general meetings.
  - c. Shall disseminate information provided by the STF and the Association.
  - d. Shall poll staff members as required on STF and Association issues.



## ARTICLE 9: LOCAL COLLECTIVE BARGAINING

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1. The Association shall maintain a Local Implementation and Negotiation Committee (“LINC”) with the authority to negotiate local collective bargaining agreements in accordance with the provisions of The Education Act, 1995.
2. The role and responsibilities of LINC shall include:
  - a. Developing bargaining proposals with input from members.
  - b. Planning and conducting negotiations in consultation with the Executive.
  - c. Arranging for the ratification of tentative local agreements through a vote of all members of the Association.
  - d. Liaising with the STF and other LINC’s on matters relating to bargaining.
  - e. Monitoring the implementation of local and provincial collective agreements.
3. Consists of five members of the Association elected at the spring annual general meeting.
  - a. Two-year term with three members elected in one year and two members elected in the next.
4. The chairperson will be chosen by the committee.
5. The committee will meet as required.
6. The method of ratification of a tentative agreement is at the discretion of the LINC.



## ARTICLE 10: FINANCIAL MATTERS

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1. Financial Review
  - a. An individual who is not a member of the Association shall be appointed annually to conduct an audit or review of the financial records of the Association and prepare a financial statement.
  - b. The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.
  - c. The audit or review shall be approved at a meeting open to all members.
2. Remuneration and Expenses
  - a. Remuneration may be provided to officers or officials through a decision of the SSL assembly or general meeting.
  - b. The Association shall reimburse officers and members for expenses incurred on Association business according to rates and policies approved by the SSL assembly or general meeting.

- c. All expenses require Executive approval prior to payment, unless the Executive designates such approval to another individual.
3. Signing Authority: Four officers shall have signing authority. All payments of monies shall require at least two signatures.
4. Release Time: Release time may be provided to officers through approval of the president and vice president. Release time for officers of the Association is negotiated with the employing board of education through the LINC representing the Association.
5. The Association fiscal year shall be from July 1 of the current year to June 30 of the following year.
6. Honoraria may be provided to Association officers through a decision of the spring annual general meeting.
  - a. The president of the Association shall be paid an honorarium equal to 10% of maximum class V salary according to provincial salary grid.
  - b. The president is not eligible for any other honoraria.
7. The Association shall provide each superannuating member with a monetary gift according to Association policies.
8. The Association shall provide each student teacher who completes a practicum within the school division with a monetary gift according to Association policies.
9. The Association shall establish financial policies that clearly define the administration of expenses, conflicts of interest, payment and other matters which ensure acceptable financial practices.



# ARTICLE 11: ELECTION TO AND REMOVAL FROM EXECUTIVE OFFICE

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## 1. Elections

- a. Members are eligible for election to the Executive and/or standing committees as permitted by the Constitution and/or Association policy.
- b. Members of the Association will be elected by the general membership to the following positions, if vacant or concluding a term, prior to July 1 of each year.
  - i. President
  - ii. Vice-President
  - iii. Councillors
  - iv. LINC Members
- c. Members of the Association will be appointed by the president to the following positions within the two week period following the spring general meeting:
  - i. Secretary
  - ii. Treasurer
- d. The chairpersons of the committees will be chosen by their respective committees prior to July 1 of each year.
- e. Elections shall be conducted as per association policies.
- f. In circumstances where the election of Executive members cannot be held prior to the expiration of the term of office for Executive members, the members of the Executive whose terms are set to expire, will have their terms of office extended until the day following the general meeting of the membership at which the regular election takes place.

## 2. Substitutions & Vacancies

- a. A vacancy is defined as a resignation, removal from office or an unfilled position.
- b. In the event of an extended absence, the Executive shall with all deliberate speed appoint a substitute for the position.
- c. In the event of an Executive office becoming vacant,
  - i. For the position of president, the vice president shall assume the role of president and vacate the position of vice president.

1. The vice president will serve as president until the next annual general meeting. At this meeting a president and vice president will be elected to begin new terms.
  - ii. For positions of councillors, vice-president and LINC members, an election shall be held to fill the position at the next SSL assembly.
  - iii. For positions of secretary and treasurer, the president shall appoint a replacement in a timely manner.
3. Removal from Office
  - a. Duly elected or appointed members of the Executive may be removed from office for:
    - i. Behaving in a manner contrary to the codes and standards of the profession.
    - ii. Failing to carry out the duties of the office.
    - iii. Missing three or more meetings of the Executive.
  - b. The process for removal shall include the following:
    - i. A notice of motion shall be presented to all Executive members at least three working days prior to an Executive meeting.
    - ii. At the Executive meeting, a motion to remove the Executive member must be presented and approved by at least 75 percent of the voting members present.
    - iii. An approved Executive motion to remove an officer requires approval by a simple majority at a general meeting.
  - c. The following conditions shall prevail in all proceedings related to removal from office:
    - i. A notice of motion shall be presented to the Association membership at least three full days ahead of the general meeting.
    - ii. An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the Executive and general meeting.
    - iii. No motion of the Executive to remove an association member from office shall stand for over 30 days without the calling of a general meeting.



## **ARTICLE 12: CONSTITUTIONAL AMENDMENTS**

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1. Amendments to the Association constitution must be approved by a two-thirds vote of its members present and voting at a general meeting.
2. A notice of motion to amend the Association constitution must be given to members in writing at least 14 days prior to the general meeting.
3. Amendments to the Association constitution approved at the general meeting are not effective until approved by the STF Executive.
4. All amendments, provisions, policies and constitutional changes shall be consistent and in accordance with STF legislation, bylaws and policies.



## **ARTICLE 13: POLICY AMENDMENTS**

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1. Proposed Policy amendments shall be presented to the Executive with rationale two working days prior to being presented to the SSL assembly.
2. Amendments to the Policies shall be made by a majority of the members attending the SSL assembly.



## **ARTICLE 14: DISSOLUTION OF THE ASSOCIATION**

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1. The Association may be dissolved by a vote of the membership and/or by notice of motion of the Council of the STF.
2. Provision shall be made for the disposition of any assets possessed by the Association.
3. Provision shall be made for the disposition of records and archival material possessed by the Association.